



Office of Administrative Services
Freedom of Information Act Office

December 8, 2015

Rose Santos
FOIA GROUP INC
P.O. Box 368
Depew, NY 14043

Dear Ms. Santos:

This is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2016-000149) dated November 11, 2015, in which you requested:

“[a] copy of the following information data fields relevant to GSA: 1. Listing of all current GSA employees, including the following data fields - employee name (Last, MI. First), Occupational Title, Department or Agency, Bureau, Office/Division, agency address (complete mailing), CITY, STATE, ZIP, PHONE, CH PHONE_EXT; and email. 2. Delivery Format: The ideal format is excel but only if the file is small enough. If the file is large then have it formatted as a COMMA DELIMITED TEXT FILE or a TAB DELIMITED TEXT FILE.”

In response to your request, we have attached a spreadsheet that includes the following information; Employee Full Name, Position Title, Occupational Series Description, Work Telephone, Email Address, and Office Name and Duty Station. Please note that the employees mailing address are available to the public at GSA.gov, under the link “Staff Directory”.

Also, in processing your request, we withheld all requested information of 231 GSA employees who work in the Office of Inspector General (OIG) because these individuals sometimes do investigations that result in criminal proceedings. This information is being withheld in accordance with the seventh FOIA exemption [5 U.S.C. 552(b)(7)(c)] since this information could reasonably be expected to constitute an unwarranted invasion of personal privacy of others.

You have the right to appeal the partial denial of the information withheld under FOIA. To do so, you must write within 120 days of your receipt of this letter to:

U.S. General Services Administration
FOIA Requester Service Center (H1C)
1800 F Street, NW, Room 7308
Washington, DC 20405

Your appeal must be in writing and should contain a brief statement of the reason(s) why the withheld information should be released. Please enclose copies of your initial request and a copy of this letter. Both the appeal letter and the envelope should be marked prominently “Freedom of Information Act Appeal”.

U.S General Services Administration
1800 F. Street, Northwest
Washington, DC 20405
Telephone: (202) 501-0800
Fax: (202) 501-2727

This completes our action on this request. If you have any questions or require additional assistance regarding this particular FOIA request, please contact Ivey Kee at (202) 694-8161 or by email at ivey.kee@gsa.gov.

Sincerely,

Travis Lewis

Travis Lewis
FOIA Program Manager

Enclosure